**This is a contract between Hazles Farm Childcare and the guardian/s of the below named child. Please complete this form and return it to the nursery office. This form MUST be completed by someone with legal responsibility for the child.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s Full Name** |  | **Date of birth** |  |
| **Address***Please indicate your child’s usual address* |  | **Postcode** |  |
| **Birth Certificate presented?** |  |
|  |
| *Parents/Carers Names & Personal Information* | **Mother/Father***(Please circle)* |  | **Home Phone Number** |  |
| **Mobile Number** |  |
| **Address***If different from above* |  | **Employers Name**  |  |
| **Employers Phone No** |  |
| **Mother/Father***(Please circle)* |  | **Home Phone Number** |  |
| **Mobile Number** |  |
| **Address***If different from above* |  | **Employers Name** |  |
| **Employers Phone No** |  |
| **Other***(Please specify)* |  | **Home Phone Number** |  |
| **Mobile Number** |  |
| **Address***If different form above* |  | **Employers Name** |  |
| **Employers Phone No** |  |
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| **MEDICAL INFORMATION** |
| **Name and address of child’s GP** |  |
| **Phone number** |  |
| ***Does your child have any special medical conditions/diagnosed special needs?***  | **Details:** |
| ***Any known allergies? (E.g. food, animals, plasters, medication, etc.)*** | **Details:** |
| ***Dietary preferences/requirements?*** | **Details:** |
|  |
| **CONSENT INFORMATION** |
| **Administration of medicines**  | I understand that only prescription medicines can be given and that a completed medicine form must be completed by a parent/guardian before a medicine is administered.Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Medical treatment release**  | I give permission in an emergency for my child to be escorted to a hospital or doctor and for trained Nursery Practitioners to take any necessary action in the case of a medical emergency. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **COLLECTION OF CHILDREN** |
| *It is the responsibility of the parent/guardian to notify nursery of any changes to the usual person who collects your child from the setting. Please state below* ***TWO*** *named persons who have permanent permission to collect your child from nursery. All persons must be over 16 years of age. Proof of age may be asked.* |
| **Name** |  | **Name** |  |
| **Relationship to child** |  | **Relationship to child** |  |
| **Unique password** |  |

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|  |
| **Parent Name** |  |
| **Parent Signature** |  |
| **Date** |  |

**WE ASK THAT YOU KEEP US INFORMED OF ANY CHANGES TO YOUR DETAILS. PERIODICALLY WE MAY ASK YOU TO CONFIRM YOUR DETAILS FOR OUR RECORDS.**

**Agreement**

These terms and conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warrantees, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these terms and conditions at any time. One month notice will be given of any changes made.

The completion of the Childcare Registration and Agreement Form is accepting the companies Policies and Procedures and any updates that therefore follow. It is the parents/carers responsibility to ensure they have read and understood all the settings Policies and Procedures which are accessible within the nursery setting.

The nursery is operated by Hazles Farm Childcare Ltd.

**I have read and understand these Terms and Conditions and agree to be bound by them.**

Signed (parent/carer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (parent/carer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please inform us of TWO additional contacts that can be reached in the event of an emergency. Emergency contacts must differ from parents/guardians already included within the contract and they must give written consent below for nursery to hold their information on file.**

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|   |
| **Emergency Contact (1) Permission Form** |
| Name: |   |
| Home number: |   | Mobile Number: |   |
| Relationship to child: |   |
| I am happy for Hazles Farm Childcare to contact me in the event of an emergency.Signed: |
|  |
| **Emergency Contact (2) Permission Form** |
| Name: |   |
| Home number: |   | Mobile Number: |   |
| Relationship to child: |   |
| I am happy for Hazles Farm Childcare to contact me in the event of an emergency. Signed: |

**In the event that no one can be contacted, in an emergency the Nursery Manager will allow other trained professionals to make decisions in the best interest of your child (e.g First Aid trained staff).**

**Accidents and sickness**

The setting reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident Record form. If parents cannot be contacted, nursery reserves the right to act on behalf of the parent/carer in their absence for any emergency medical treatment. Prescribed medicines will only be administered with the completion of a Medicine Consent Form.

We may require parents to withdraw their child from the setting to seek further medical attention or that it is considered that the child is not well enough to attend the setting. It is the parents and carers responsibility to read the information on exclusion periods which are provided on enrolment and in the setting foyer policies and procedures. The setting is mindful of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

**Admission**

A completed Childcare Registration & Agreement Form is required to secure your child’s place.

**Fees and invoices**

There is no charge for the Easter Holiday Club.

**Opening times**

The setting opens from 08:30 to 12:30 to run this Easter Club.. Care between 07:00 and 08:00 and 18:00 and 18:00 is by arrangement only and extra fees apply.

The setting reserves the right to terminate the agreement with immediate effect in case of acarer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of 6 weeks will apply.

**Insurance**

All Hazles Farm Childcare settings have extensive insurance cover for the setting based activities and outings. Details of the insurance may be requested from the settings manager. The certificate is displayed in the settings foyer.

**Personal property and belongings**

The setting cannot be held responsible for any loss or damage to any parents, carer’s or child’s property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child are not damaged. Please ensure your child’s clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

**Liability**

The setting accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parents care on the nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child’s or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

**Holidays**

Sessions booked cannot be refunded due to children being absence on holiday. NEF/24U/Talking 2’s funded sessions cannot be rebooked.

**Terms and Conditions**